

# Timecard Discrepancy Report

**Date:** [Insert Date]

**To:** [Supervisor's Name]

**From:** [Your Name]

**Department:** [Your Department]

## Subject: Timecard Discrepancy Report

Dear [Supervisor's Name],

I am writing to report a discrepancy I noticed in my timecard for the pay period ending [Insert Date].

### Details of Discrepancy:

- **Date of Work:** [Insert Date]
- **Reported Hours:** [Insert Reported Hours]
- **Actual Hours Worked:** [Insert Actual Hours]

I believe there may have been an error in recording my hours. I would appreciate your assistance in resolving this matter at your earliest convenience.

Thank you for your attention to this issue. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]